

**Lebanon Board of Finance  
Regular Meeting  
Minutes  
November 8, 2007  
7:30 pm**

Members Present: Liz Charron, Chairman, Tim Wentworth, Glen Coutu, Greg LaFontaine, Lori-Ellen Wesolowski, Linda Finelli, Chuck Haralson (alt.), Svea Meyer (alt.), Betsy Petrie (alt.)

Members Absent: none

Others Present: Joyce Okonuk, First Selectman, John Bendoraitis, Russell Blakeslee, Selectman, Phyllis Lapierre, Finance Office, Howard Wayland, Cemetery Commission, Julie Culp, Holly Sinkewicz, Library Board

**Item A. Call to Order:**

The meeting was called to order at 7:30 pm by Liz Charron, Chairman.

**Item B. Minutes of Previous Meetings:**

T. Wentworth moved to accept minutes of October 11, 2007 Regular Meeting. L. Finelli seconded. Motion passed unanimously. G. LaFontaine moved to accept minutes of November 1, 2007 Special Meeting. G. Coutu seconded. Motion passed 5 ayes and 1 abstention, T. Wentworth.

**Item C. Correspondence:**

1. Tree Removal Bid from Cemetery Commission
2. Draft of Code of Ethics – distributed earlier via email

**Item D. Monthly Expenditures/Payment of Bills:**

The monthly expense report through Nov. 8<sup>th</sup> and department year to date report was distributed. Phyllis Lapierre was introduced to the board as the short term Accountant hired to reduce the backlog of work in the Finance Office. Phyllis will be working approx. 30 hrs./week until the work and financial reporting is complete and on track. She reported that she has the posting of expenditures and payroll fairly up to date but still needs to work on posting revenues.

**Item E. Old Business:**

1. The audit is proceeding. Stephen Hopkins will meet with the Board to present audit findings at a November 29<sup>th</sup> special meeting. He is projecting approx. \$500,000 to be returned to fund balance.
2. Fund Balance Subcommittee will present recommendations at the Nov. 29<sup>th</sup> meeting.

**Item F. New Business:**

1. Election Results pertaining to Board of Finance - L. Charron congratulated those returning members and alternates to the Board of Finance based on the November 6th election results.
2. Library Update – Julie Culp and Holly Sinkewicz reported that the circulation at the library is up 24%. Residents are pleased with the increased hours and access they have to the library. Utilities (heat, electricity, propane) are costing more than was

budgeted due to increased energy costs and increased hours of operation. Budget overruns may also be seen in supplies and staffing. Fund balance may not be sufficient to absorb these increased expenses.

3. Request from Cemetery Commission for funding for Tree Removal – Howard Wayland presented a proposal from New View Tree Removal LLC in the amount of \$3,330.00. Bid was requested from Tennant Tree Services but they declined to bid on the project due to current workload. Motion was made by T. Wentworth to authorize the overexpenditure of Account #439 Cemetery Commission by up to \$3,330.00. Motion seconded by L. Finelli. Motion passed unanimously.

4. Discussion concerning Draft of Ethics Code – Members of the Board expressed concern over the language and detail of this policy. It was felt that it would be difficult for anyone to serve on boards or commissions in a volunteer capacity under the strict guidelines presented in this draft document. John Bendoraitis will take the comments received back to the committee for further discussion.

5. Status of Backlog in Finance Office – Posting of expenses and revenues is ongoing. An evaluation is being made of the best short and long term solution to the staffing of this department. Ideas were presented on how duties can be distributed between a clerical and supervisory function. Evaluation of the process and function of this office will continue over the next few months.

6. Discuss and act upon requesting boards and commissions to submit revised line item budgets for the 2007-08 FY – The board discussed how best to communicate the request for revised budget line item adjustments to the boards and commissions. The Selectmen's office will communicate the new procedure for maintenance request items through the TIP fund to boards and commissions. Motion was made by T. Wentworth to authorize the Chairman to implement Item #6 (request for budget line item adjustments). Motion seconded by G. LaFontaine. Motion passed unanimously.

7. Proposed calendar for 2008 Regular Meetings – Motion was made by T. Wentworth to adopt the proposed calendar for the 2008 meeting schedule. Motion seconded by G. Coutu. Motion passed unanimously.

8. Proposed calendar for 2008-09 FY Budget Meetings – A change in wording was recommended for the March 13<sup>th</sup> hearing from "Proposed Use Hearing" to "Capital N/R Request Hearing". Motion to accept the proposed calendar along with this revision was made by T. Wentworth. Motion seconded by G. Coutu. Motion passed unanimously.

9. Other Business – Motion was made by G. Coutu to add the TIP fund approval process as an item for discussion under Other Business. Motion seconded by L. Finelli. Motion passed unanimously. The Board reviewed the approval limits for discretionary and non-discretionary items under Buildings & Grounds and Office/Town Equipment & Furniture as presented by the Board of Selectmen at the October meeting.

T. Wentworth moved to endorse the TIP fund recommendations as proposed by the Board of Selectmen. Motion seconded by L. Finelli. Motion passed unanimously. Motion was made by T. Wentworth to add the Treasurer's budget request as an item for discussion under Other Business. Motion seconded by G. Coutu. Motion passed unanimously. L. Charron asked for comments on whether the Treasurer's budget request should be presented during budget hearings by the Selectmen as opposed to the Finance Office. Decision was made that it is appropriate for this to be presented by the Finance Office. No action was needed.

Motion was made by T. Wentworth to add the Amston Lake Abatement Project as an item for discussion under Other Business. Motion seconded by G. Coutu. Motion

passed unanimously. J. Okonuk presented information to the board regarding the water quality tests that had been done on Amston Lake and her discussions with State DEP and the Health Dept. She notified the board that the Selectmen have voted to send a response, as requested by the State, and will enter into discussions and creation of a timeline on the formation of a Water Pollution Control Authority (WPCA) for Amston Lake properties.

**Item G. Adjourn:** L. Finelli moved to adjourn meeting. Seconded by G. LaFontaine. Motion passed unanimously. Meeting was adjourned at 9:35 pm.

Respectfully Submitted,

L. E. Wesolowski, Sec'y